

CAMP  
gives kids  
a world  
of good.  
© AMERICAN CAMP ASSOCIATION



# CAMP HANDBOOK

## FOR PARENTS/FAMILY

Parks, Recreation and Cultural Services  
230 W. Elm St., Lodi, CA 95240 | 209.333-6742 | [lodi.gov/prcs](http://lodi.gov/prcs)



## Table of Contents

Director's Message.....	pg. 3
Camp Administration.....	pg. 4
Camp Site Phone Numbers.....	pg. 4
Camp Locations.....	pg. 4
Parent Information.....	pg. 5
Daily Camp Schedule.....	pg. 6
Parent Drop-off & Pick-Up Responsibilities .....	pg. 7
Sign- In- Out Procedure.....	pg. 7
Late Pick up Procedure.....	pg. 7
Medication.....	pg. 7
Ratios .....	pg. 7
Health and Wellness Checks.....	pg. 8
Discipline Protocol .....	pg. 8
Camp Rules .....	pg. 8
Termination of Camp Services.....	pg. 8

Dear Summer Camp Families,

**Welcome – and welcome back – to Lodi Kids Camp!**

Now that we are collectively emerging from the worst of the public health crisis (COVID-19 pandemic), campers and staff safety remain our #1 operational priority. As the State/County restrictions are relaxing, we will continue to expand our camp offerings while ensuring we follow strict health and safety protocols as required. As always, we would like to express our deepest appreciation to you for entrusting us with the ongoing care of your child/children.

**Getting Back to Basics**

Summer camp is a vital service to working parents in the Lodi area, and its exciting aspect of your child's memorable summer experiences. Our hope is that this summer looks and feels a little more familiar and traditional. Health and safety of our staff and campers, as well as their families, will always remain paramount. However, we also committed to getting back to the pure basics of enriching the lives of youth through an amazing summer camp experience. We ask you and your camper to join us! Let's look beyond the mandatory mask wearing and focus on the fun, laughter, new friendships and lasting memories!

**Safety and Logistics**

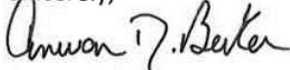
This year's Parent/Family Handbook outlines not only pertinent information related to camp operations, programming, safe distancing activities, pick-up and drop-off logistics; but foremost, highlights advanced health and safety protocols and guidelines that will be following daily, as set forth by the [Center for Disease Control \(CDC\)](#) and [San Joaquin County Department of Public Health](#) and the [American Camping Association](#).

**Communication is Key**

Effective and proactive communication with families will also remain our top priority. Another key component to camper / staff / community health and wellbeing is customer feedback and open dialogue. Should you have any questions or concerns related to our new wellness screening requirements, daily hygiene protocols for staff and campers, facility and equipment cleaning standards/schedules, please do not hesitate to contact Camp Director, Rachel Sandoval at [rsandoval@lodi.gov](mailto:rsandoval@lodi.gov) or (209) 269-4858.

We're proud to serve the Lodi community and assist working parents with childcare needs, along with providing youth with a safe and fun place to spend their summer.

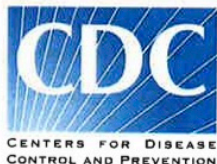
Sincerely,



Anwan Baker

Interim Director

Parks, Recreation, and Cultural Services



**Camp Administration**

Rachel Sandoval, Camp Director	(209) 269-4858 X4858 or (209) 400-1434
Dave Sauseda, Program Coordinator	(209) 269-4853 x 4853
Alex Horst, Program Coordinator	(209) 642-3712
Customer Service	(209) 333-6742

**Camps****Site Supervisors****Site Phones**

Summer Blast	AM Kayla/ PM Lizeth	(209) 810-8014
Kid Drama	AM Monica/ PM Angela	(209) 200-7380
Fast Sports	AM Riley/ PM Jasmyn	(209) 810-8361
Outdoor Adventure	AM Elicia/ PM Diana	(209) 642-3699

**Camp Locations and Drop- Off and Pick- Up**

Summer Blast	125 S. Hutchins St.	South parking lot Hutchins Street Square (pool side entrance)
Kid Drama	125 S. Hutchins St.	South parking lot Hutchins Street Square (pool side entrance)
F.A.S.T. Sports	1100 Ham Lane	Lakewood Elementary (Cafeteria)
Outdoor Adventure	1101 W. Turner Rd.	Lodi Lake Park, Kiwanis Shelter Area (behind brick restroom building)

**Parent Information:**

- Camp hours are from 7 am to 6 pm. Please do not drop off any earlier than 7 am.
- Follow pick-up and drop- off procedures on page 9.
- We will communicate with parent via e-mail; please ensure you have a current e-mail on file with our customer service team at the Parks & Recreation Administration office.
- Parent will need to provide lunch daily, sunscreen, and masks; healthy snack will be provided daily.
- To ensure timely communication, parent must provide updated phone numbers on emergency pick- up lists.
- Parent is expected to keep child home from camp if sick (See health & wellness section).
- Closed-toe shoes and play clothes required as camp attire.
- Parents must ensure that a medical/allergy form is on file with our customer service team at the Parks & Recreation Administration office for your child if there are any dietary or special health considerations or special needs that need to be addressed at camp.
- We will be practicing Covid-19 protocols (social distancing, hand washing, and sanitizing equipment).

**Daily Camp Schedule:**

Depending on camp theme, some activities may vary. Check with Camp Site Supervisor if you have any camp questions

<b>7 am</b>	Arrival for Kid Drama/Summer Blast/CIT-Hutchins St. Sq. Holz Room
<b>7 am</b>	Arrival for Fast Sports camps at Lakewood Elementary School Arrival for Outdoor Adventure camp at Lodi Lake Park, Kiwanis Shelter Area.
<b>9-9:30 am</b>	Children have a free choice of activity areas.
<b>9:30 am</b>	Morning snack is provided for each child (you may provide your child with a snack from home if preferred).
<b>10-11:30 am</b>	Arts and crafts, walks, outdoor play, and organized games.
<b>11:30 am</b>	Activity clean-up. Campers will wash hands and get ready for lunch.
<b>12-2:30 pm</b>	Lunch break
<b>12:30-1:30 pm</b>	Activities (i.e. outdoor walk, dodgeball, arts and crafts)
<b>1:30-2:30 pm</b>	Free play, table games, and art/group activities.
<b>2:30-2:45 pm</b>	Clean-up for snack
<b>3:00-3:30 pm</b>	Snack time
<b>3:30- 4:30 pm</b>	Arts and crafts, walks, outdoor play, and organized games.
<b>4:30-5:30 pm</b>	Free play, table games, and art/group activities
<b>5:30–6 pm</b>	Games play until every camper is picked up

\*\* Schedules and activities may vary from camp to camp, please see their Camp boards located at the sign in- out tables upon arrival.

**Parent Drop-Off and Pick-Up Responsibilities:** (Parents may not enter Camp Zones due to Covid-19)

- Please drop off your child and we will sign your child in and escort them inside to the cafeteria and upon pick-up we will escort your child out to the Welcome Zone tables.
- We will not accept campers before 7am.
- Sign camper in and out daily per camp rules.
- Make sure your camper has his/her lunch with them upon arrival to camp.
- Make sure you bring a beach towel daily for lunch and drying off purposes.
- Clothing must be respectable and appropriate.
- Please make sure your camper has appropriate shoes every day.
- **Due to Covid-9 virus, parents will not be allowed into any camp facilities, we will sign all campers in and out, and escort to and from all facilities, and help them with all camp items**

**Sign-In/Out Procedures:**

- No early drop-offs before 7 am; please pick-up at or before 6pm (see late pick up procedure below).
- Photo Identification will be required, and only those who are listed on the emergency form will be allowed to pick up a child.
- At no time will a child be released without the appropriate parent authorization.
- Forms of photo ID, other than a driver's license, that are acceptable:
  - CA/State Identification Card
  - Student ID with name and photo
  - Passport with name and photo
- Staff will be responsible for making sure participants are signed in and out each day.
- Your child's safety is our top priority, if you have any questions about these policies please call Rachel Sandoval, Camp Director, at (209) 400-1434.

**Late Pick-up Procedure:**

- If the child has not been picked up by 6pm, Staff will try to contact the parents/guardian from the emergency information form.
- A late pick-up fee of \$1 per minute late will be charged to the parents after 6pm, after 15 minutes, a flat rate of \$30 will be charged. After 30 minutes, the Lodi PD will be contacted.
- If the parent/guardian cannot be reached, alternate persons listed on the emergency form will be called.
- We will not release a camper without the proper photo ID by the requesting adult.
- We will never leave a camper unattended.

**Medication:**

- We will follow the emergency action you have in place regarding medication.

**Ratios:**

- The ratio is 1 adult to 10 campers.

**Health and Wellness Checks:**

We want to make sure all campers are healthy, happy, and ready to have fun. Campers attending camp cannot have the following contagions or illnesses:

- We will take temperatures daily and upon arrival the kids will be asked to wash their hands
- Fever (we will be checking daily) 99.8 will be sent home and parents must wait for their child's temps to be taken
- Pink Eye
- Vomiting/Diarrhea
- Lice/Nits (We reserve the right to do random head checks if we believe campers could have lice)

**\*\*If they arrive at camp with any of these we will call to have them picked up immediately**

**Discipline Protocol:**

- Staff will redirect bad behavior whenever possible. Children will be given consequences for their negative behavior to help them make better decisions, choices and provide them an opportunity for self-reflection.
- Aggressive behavior, uncontrollable actions, or continued bullying will result in a call to the parent and possibly sent home.

**Camp Rules:**

- All Campers must do the best they can to practice Social Distancing at all times.
- Wear their masks indoors and well as outdoors if not running
- Be friendly, helpful and polite. Use appropriate language.
- Campers must wait for staff to escort them to the restrooms and drinking fountains.
- Campers may not physically harm, fight, spit, or play rough with another person.
- Be friendly and respectful to fellow campers and staff.
- Play fair, be honest and take turns.
- Campers must remain in the designated play area visible to site supervisors.
- Campers are responsible for proper use and care of materials and equipment.
- Campers may not ride bikes, roller blades, or skateboards on camp sites.
- NO Bullying/Zero Tolerance for Bullying.

**Termination of Camp Services:**

After all attempts have been made by parents and Camp Director to redirect unwanted behaviors, termination will follow if:

- Camper displays continuous acts of violence and aggression (including any threats to harm).
- Camper is bullying or verbally abusive.
- Camper continually starts inappropriate conversations.
- Camper runs, hides, and/or will not follow the camp rules for the safety of themselves or others.
- Non payment after attempts to notify and collect